



TREASURY

DEPARTMENT DESCRIPTION

The Treasurer/Collector's office is responsible for the billing, collecting and investing of all monies due to the city including, but not limited to, real estate, personal property, motor vehicle excise, and boat excise taxes; parking ticket fines; water and sewer bills; parking meter receipts; federal and state reimbursements and grants; as well as other departmental permits, licenses and fees.

The department is also responsible for the timely disbursements of all payrolls to City, School and retired (non teacher retirees) employees, and the associated Federal and State reporting requirements.

The department is responsible for the disbursement of all bill warrants for payment to vendors and the reconciliation of checks and bank accounts.

The department also issues all authorized debt for both short and long term borrowing.

The department also conducts hearings for parking ticket disputes.

ACCOMPLISHMENTS

1. We implemented a new payroll and vendor system for printing, signing, folding and sealing of all checks issued by the city. The new equipment allows for much more

efficient processing of checks and saves hours of labor each time checks are processed.

2. We implemented a new handheld computer system for the parking control enforcement officers who issue approximately 90% of all tickets. The new devices contain a listing of all senior citizen parking stickers and allow tickets to be issued more quickly and more accurately. The tickets are uploaded electronically each night as the units recharge their batteries. Electronic transmission allows the tickets to be entered in the system within hours of being issued and eliminates the chance of input errors, such as the wrong ticket or plate number. We have reduced the number of keypunch errors considerably and have continued to improve customer service.
3. We began to cross train our staff in all operations of the office to allow for the continued smooth operation of the office during vacation times.
4. We have continued to improve the various systems in the office.

GOALS AND OBJECTIVES

1. Continue to make improvements to the cash receipt system, including the electronic receipt of home computer payments currently handled by individually mailed checks from major vendors like Bank of America Homelink.

2. Implement the recommendations made by auditors Sullivan and Rogers and contained in the management letter to the Treasurer's Office. The main areas for improvement include the follow up on bank account reconciliation, tailings, and unauthorized accounts.
3. Improve the accounts receivable reconciliation by using the Munis general ledger to reconcile the city accounts receivable to the Finance Plus general ledger. This will allow reconciliations to be performed more efficiently and on a timelier basis.
4. Expand the use of online payments to include, not only real estate, personal property, excise and water/sewer taxes, but also payment of certain permits, fees and municipal lien certificates. Through November 2005, we have received over 14,000 payments totaling over \$7,400,000.
5. Begin the planning phase of a policy and procedures manual for the daily operations of the Treasurer-Collector and Parking office. The changes and improvements to all operations will be documented and be incorporated into the manual for the office.

DEPARTMENT:

107 - TREASURER/COLLECTOR

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	507,748	512,412	485,767	25,543	511,310	518,198	6,888	1%
52 - EXPENSES	214,417	237,303	461,269	45,000	506,269	437,569	-68,700	-14%
56 - INTERGOVERNMENTAL	5,086,760	5,045,783	5,061,806	92,294	5,154,100	5,552,691	398,591	8%
58 - DEBT AND CAPITAL	4,860,892	5,353,913	6,831,388	413,625	7,245,013	9,631,318	2,386,305	33%
SUB-TOTALS:	10,669,817	11,149,410	12,840,230	576,462	13,416,692	16,139,776	2,723,084	20%
57 - FRINGE BENEFITS	83,165	86,418	91,965	262	92,227	96,900	4,673	5%
SUB-TOTALS:	83,165	86,418	91,965	262	92,227	96,900	4,673	5%
DEPARTMENT TOTALS:	10,752,981	11,235,828	12,932,195	576,724	13,508,919	16,236,676	2,727,757	20%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
0110701 TREASURY	805,330	836,132	989,001	70,805	1,059,806	1,002,667	-57,139	-5%
0110771 DEBT MATURITIES	4,030,439	4,596,546	4,768,215	0	4,768,215	7,642,974	2,874,759	60%
0110772 INTEREST-LG TERM DEBT	830,452	757,367	1,085,678	0	1,085,678	1,445,644	359,966	33%
0110773 INTEREST-TEMP LOANS	0	0	977,495	413,625	1,391,120	542,700	-848,420	-61%
0110774 INTEREST ON TAXES	0	0	50,000	0	50,000	50,000	0	0%
0110781 STATE ASSESSMENTS	5,086,760	5,045,783	5,061,806	92,294	5,154,100	5,552,691	398,591	8%
DEPARTMENT TOTALS:	10,752,981	11,235,828	12,932,195	576,724	13,508,919	16,236,676	2,727,757	20%

TREASURY	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
51 - PERSONAL SERVICES	507,748	512,412	485,767	25,543	511,310	518,198	6,888	1%
52 - EXPENSES	214,417	237,303	411,269	45,000	456,269	387,569	-68,700	-15%
SUB-TOTALS:	722,165	749,715	897,036	70,543	967,579	905,767	-61,812	-6%
57 - FRINGE BENEFITS	83,165	86,418	91,965	262	92,227	96,900	4,673	5%
SUB-TOTALS:	83,165	86,418	91,965	262	92,227	96,900	4,673	5%
Element Totals:	805,330	836,132	989,001	70,805	1,059,806	1,002,667	-57,139	-5%

DEBT MATURITIES	ACTUAL 2004	ACTUAL 2005	2006			RECOMMENDED 2007	APPROPRIATION CHANGE	
			ORIGINAL	ADJUSTMENTS	TOTAL		2006 To 2007	
58 - DEBT AND CAPITAL	4,030,439	4,596,546	4,768,215	0	4,768,215	7,642,974	2,874,759	60%
SUB-TOTALS:	4,030,439	4,596,546	4,768,215	0	4,768,215	7,642,974	2,874,759	60%
Element Totals:	4,030,439	4,596,546	4,768,215	0	4,768,215	7,642,974	2,874,759	60%

INTEREST-LG TERM DEBT	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS				2006 To 2007	
58 - DEBT AND CAPITAL	830,452	757,367	1,085,678	0		1,085,678	1,445,644	359,966	33%
SUB-TOTALS:	830,452	757,367	1,085,678	0		1,085,678	1,445,644	359,966	33%
Element Totals:	830,452	757,367	1,085,678	0		1,085,678	1,445,644	359,966	33%

INTEREST-TEMP LOANS	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS				2006 To 2007	
58 - DEBT AND CAPITAL	0	0	977,495	413,625		1,391,120	542,700	-848,420	-61%
SUB-TOTALS:	0	0	977,495	413,625		1,391,120	542,700	-848,420	-61%
Element Totals:	0	0	977,495	413,625		1,391,120	542,700	-848,420	-61%

INTEREST ON TAXES	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS				2006 To 2007	
52 - EXPENSES	0	0	50,000	0		50,000	50,000	0	0%
SUB-TOTALS:	0	0	50,000	0		50,000	50,000	0	0%
Element Totals:	0	0	50,000	0		50,000	50,000	0	0%

STATE ASSESSMENTS	ACTUAL 2004	ACTUAL 2005	ORIGINAL	2006		TOTAL	RECOMMENDED 2007	APPROPRIATION CHANGE	
				ADJUSTMENTS				2006 To 2007	
56 - INTERGOVERNMENTAL	5,086,760	5,045,783	5,061,806	92,294		5,154,100	5,552,691	398,591	8%
SUB-TOTALS:	5,086,760	5,045,783	5,061,806	92,294		5,154,100	5,552,691	398,591	8%
Element Totals:	5,086,760	5,045,783	5,061,806	92,294		5,154,100	5,552,691	398,591	8%

DEPARTMENT:
107 - TREASURER/COLLECTOR

CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2006 BUDGET		2007 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Collector/Treasurer	H13	1	100,206	1	100,825
	Dep Treasurer/Collector	H10	1	83,351	1	83,866
	Prin Accounts Coord	S08	1	53,458	1	53,788
	Accts Receiv Processor	S05	1	40,934	1	41,186
	Sr Tax Commitment Clerk	S05	1	40,934	1	41,186
	Tax Commitment Clerk	S04	2	70,474	2	71,846
	Sr. Teller	S05	1	40,934	1	41,186
	Parking Ticket Clerk	S05	1	39,455	1	41,186
	Teller	S04	1	37,449	1	37,680
Account Totals:			10	507,194	10	512,748
Report Totals:			10	507,194	10	512,748